

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
**REAL ESTATE DIVISION**  
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**CHANGE FORM FOR A COMMUNITY MANAGER OR A SUPERVISING  
COMMUNITY MANAGER**

**INSTRUCTIONS:**

- The Division must receive the original certificate and pocket card.
- Complete only the areas that are specific to this transaction and a fee of \$20.00 per section per certificate are required.
- Payments are accepted in the form of check, cashier's check, money order (made payable to NRED) or exact cash.
- All applicants are required to answer and sign section 4.
- Incomplete paperwork will not be processed and will be returned to you for completion.

Certificate number: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (Please print) \_\_\_\_\_  
*First Middle Last (Suffix-if applicable)*

Home address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**1. \$20 CHANGE OF COMPANY NAME OR ADDRESS:** (Supervising Community Managers are required to attach a list of all Provisional Community Managers and their original certificates and apply the \$20 fee to each certificate.)

Company Name: \_\_\_\_\_

New Address: \_\_\_\_\_  
*Number, street, City, State, Postal Code*

Mailing address (if applicable): \_\_\_\_\_

Business phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. \$20 STATUS CHANGE: CHECK ONE BOX.**

- ☐ **a.** Provisional Community Manager to Community Manager.
- ☐ **b.** Community Manager to Supervising Community Manager. (Include form 617)

**3. \$20 PERSONAL NAME CHANGE:** List the name on your current certificate at the top and list your new name here. Proof is required in the form of a Divorce decree, Marriage Certificate, or a Judgment issued by the court.

New Name: \_\_\_\_\_

**4. SIGNATURE:**

Have you had any disciplinary sanctions imposed by any regulatory agency or commission within the past 5 years?

☐ **NO** ☐ **YES** (If Yes, attach a written explanation and the final disposition.)

**SIGNATURE** of Community Manager, or Supervising Community Manager

X\_\_\_\_\_.

**Division only:** Date: \_\_\_\_\_ Receipt: \_\_\_\_\_ Initials: \_\_\_\_\_

**REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE**  
**Pursuant to NRS 116A.435**

**All applicants MUST complete this section. Please select ONE option.**

☐ I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

My Nevada business license number is: \_\_\_\_\_

☐ I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.

☐ I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov/>